

# Foster Care Verification Calendar Usage Instructions

- 1. **Calendar Icons**- Check the boxes of the calendars you wish to view. Uncheck the boxes of the calendars you don't want to see. All calendars may be viewed at the same time.
- 2. **Calendar Views**-Select the Month or Agenda view options.
  - a. The Month option shows the information in a standard monthly calendar view.
  - b. The Agenda option shows the information in a list view by week.
- 3. **Today**- Takes you back to the current date. Use the arrows to toggle between months (in Month view) or weeks (in Agenda view).
- 4. **Month/Year**-Allows you to select the specific day, month, or year you wish to view.
- 5. **Events**- In Month view, double-click an event to view more details regarding the event.

1.

Foster Care

☒

Holidays

☒

3.

Today

◀

▶

May, 2016

4.

2.a

Month

Agenda

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
	<div>5. To Edison</div>				<div>Paid</div>	
01	02	03	04	05	06	07
		<div>Approval of Payments by</div>		<div>Verification by Foster Parents</div>		

Foster Care

☒

Holidays

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Today

◀

▶

Thursday, May 19, 2016-Thursda...

2.b

Month

Agenda

Date	Time	Event
19 Thursday May, 2016	◀ 2:00 PM	<div>Approval of Payments by Regions</div>
20 Friday May, 2016	12:00 AM ▶	<div>Verification by Foster Parents</div>
21 Saturday May, 2016	◀ all day ▶	<div>Verification by Foster Parents</div>
22 Sunday May, 2016	◀ all day ▶	<div>Verification by Foster Parents</div>

Thursday, May 19, 2016-Thu

May 2016

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Thursday, May 19, 2016

Thursday, May 19, 2016-Thu

2016

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

Thursday, May 19, 2016

Thursday, May 19, 2016-Thu

2010-2019

2009	2010	2011	2012
2013	2014	2015	2016
2017	2018	2019	2020

Thursday, May 19, 2016